Corporate Waste Management Policies—Process

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ABSTRACT: This Digital guideline establishes the policy and process for developing, reviewing, approving, and communicating corporate waste management policies.

APPLICABILITY: The policy and process described in this guideline apply throughout Digital Equipment Corporation.

STATUS: APPROVED 29-May-1991; use VTX SMC for current status.

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APPROVAL: This document is approved for use throughout Digital Equipment Corporation.

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1 POLICY

The responsibility for establishing corporate policy regarding the disposition of assets designated as scrap, resides with the Corporate Waste Manager. This includes final authority for developing, reviewing, approving, and maintaining all corporate waste policies.

2 PROCEDURE

The general process for developing, reviewing, approving, and communicating a Corporate Waste Policy is shown in Figure 1 and defined in the following paragraphs. The adoption/revisions of all applicable policies will follow this process.

2.1 Review and Approval Process

The process includes the following steps.

1. A policy requestor submits a draft of the proposed policy or change to the existing policy, to the Security/Business Controls Manager, Corporate Waste Management.
2. If the policy or change is needed, the draft will be submitted to the Waste Management Policy Committee for review.
3. If approved, the draft is distributed for comments to representatives for U.S., GIA, Europe, Customer Services, and other appropriate groups.
4. Once approved or with changes made, the draft is submitted by the Security/Business Controls Manager to the Corporate Waste Management Steering Committee for approval.

   NOTE

   When significant changes result from a review, the Security/Business Controls Manager may determine that additional reviews are required.

   If there is disagreement on a recommended change, the final decision rests with the Corporate Manager, Waste Management.
5. Once approved, the draft is submitted to Standards and Methods Control to be published and distributed.

2.2 Review

Reviewers responsibilities are as follows.

- Reviewers shall return their comments to the Security/Business Controls Manager on or before the required date indicated on the transmittal memo. Responses received after the noted date need not be considered for the current review pass.
- If a reviewer recommends changes, then the reviewer shall provide recommendations that would make the policy acceptable.
- A summary of review comments will be provided to the Waste Management Policy Committee for review and resolution.

- When only a specific area of an existing policy has been revised, the Security/Business Controls Manager may choose to initiate a limited review, focusing only on that change. The purpose being to expedite the process.

2.3 Maintenance of Policies

- The Security/Business Controls Manager is responsible for revising the policies, as required, to keep them current. To ensure this occurs, an expiration date will be provided to Standards and Methods Control.
- The Security/Business Controls Manager is the only individual authorized to submit a new policy or revision to a policy to Standards and Methods Control.

2.4 Distribution

- Electronic mail shall be used where possible to expedite the review process.
- All policies will be listed on VTX.
- All policies will be distributed according to a distribution list.

3 RESPONSIBILITIES

The responsibilities of the committees and groups involved in waste management are described in the following paragraphs.

3.1 Waste Management Policy Committee

- The Security/Business Controls Manager shall form and maintain a Policy Committee responsible for assisting in the development and maintenance of the policies.
- The Security/Business Controls Manager shall ensure that minutes or results of the meetings are recorded, published and maintained.

3.2 Waste Management Steering Committee

The Corporate Waste Management Manager shall form and maintain a Steering Committee responsible for assisting in the review and approval of all Waste Management Policies.

3.3 Security/Business Controls Manager

The Security/Business Controls Manager is responsible for the following:

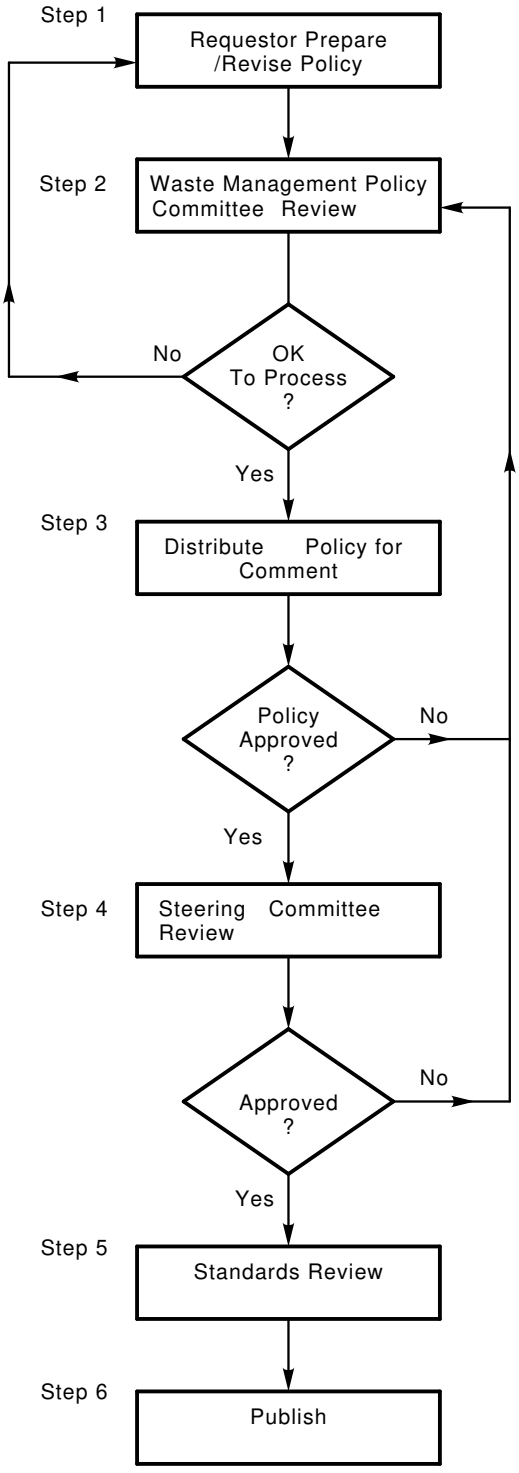
- Serve as the focal point for all Corporate Waste Management policies.
- Provide process and procedural consultation for an individual proposing a new policy.
- Establishing the Waste Management Policy Committee.
- Ensure the Steps listed under "Review and Approval Process" are followed.
- Resolve all outstanding issues pertaining to a policy or change to an existing policy.

3.4 Standards and Methods Control

The Standards and Methods Group will provide the following services.

- Provide a central registry for Corporate Waste Management policies.
- Edit all policies for correctness.
- Assign document identifiers.
- Assign revisions as required.
- Provide for publication and distribution of policies.

Figure 1: Corporate Waste Management Policy Process



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